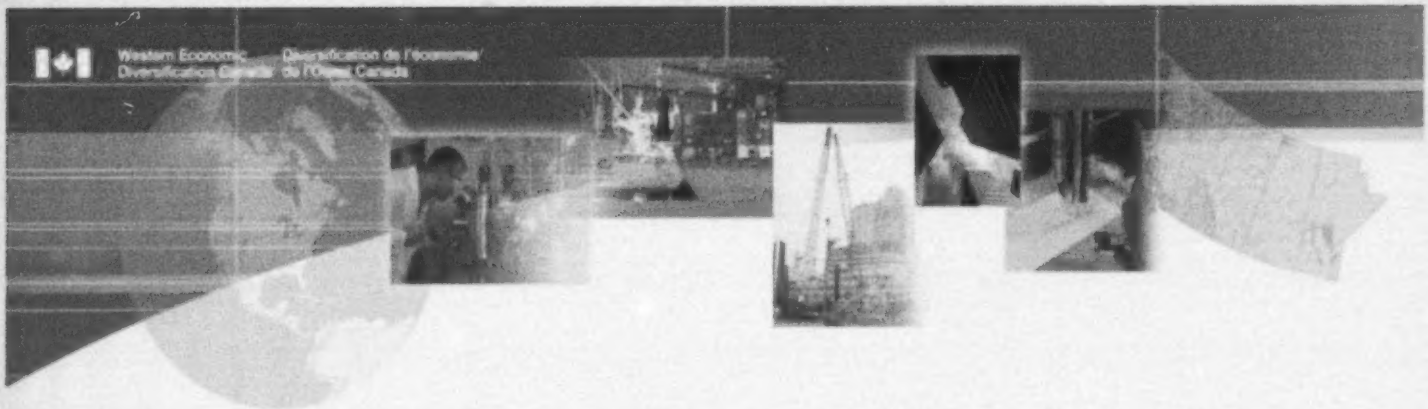

Annual Report to Parliament

2012-2013

Administration of the
Access to Information Act

Canada

PREFACE

A department of the Government of Canada, Western Economic Diversification Canada (WD) was established in 1987 under the provisions of the *Western Economic Diversification Act*, and mandated to promote the development and diversification of the economy of Western Canada and to advance the interests of the West in national economic policy, program and project development and implementation. This broad mandate allows the department to implement tailored programs and initiatives to assist western Canadians create strong, competitive and innovative businesses and communities.

As the federal economic development department for Western Canada, WD develops and supports economic policies, programs and activities that promote economic growth and assist Western Canada in responding to the economic challenges and opportunities it faces.

With offices in each western province and its headquarters in Edmonton, WD provides a strong federal presence in the economic development of the West. Its western base has enabled the department to develop an understanding of Western Canada and foster extensive partnerships with business and community organizations, research and academic institutions, as well as provincial and municipal governments.

These connections enable the department to identify and support economic opportunities in the West and to leverage its investments to benefit the western Canadian economy. WD's strong ties to Ottawa, and the federal government across Canada, allow the department to communicate western perspectives to national economic policy and program decision-makers, working within the federal system to ensure that western interests and perspectives are considered in federal decision making.

WD programs strengthen:

- Business Development and Innovation: WD helps small and medium-sized enterprises (SMEs) develop and grow, create jobs, expand their markets, increase their exports, and become more innovative and productive. The department assists SMEs with international business engagement and works to attract investment to the region, as well as assist western Canadian SMEs access opportunities linked to government procurement. Further, WD promotes the development and growth of the knowledge-based economy by building innovation capacity and supporting the commercialization of new knowledge-based products, processes and services. Overall, the department's investments have contributed to the strengthening of Western Canada's economy and will provide the foundation for future economic diversification and growth.
- Community Economic Growth: WD helps rural communities sustain their local economies, adjust to changing economic circumstances and invest in public infrastructure. Community Futures receive operating funds to provide western entrepreneurs with the information, training and business loans they need to start and grow their business.
- Policy, Advocacy and Coordination: WD engages in activities that strengthen the western Canadian economy by promoting access to economic opportunities for Western Canada. Primarily, WD works to build strategic relationships with key decision makers across Canada and internationally, coordinates economic development activities, policies and programs across the West, and ensures western Canadian SMEs are positioned to compete for federal procurement contracts with industrial and regional benefit obligations. WD pursues policies and programs that strengthen the western Canadian economy.

WD also delivers national initiatives on behalf of the Government of Canada in Western Canada. These have included the Community Infrastructure Improvement Fund to upgrade and expand western Canadian infrastructure, the Economic Development Initiative aimed at supporting businesses and economic development in western Canadian Francophone communities, as well as programs within the Economic Action Plan. WD's flexibility and ability to implement programs such as these enables it to respond quickly to the priorities and needs of the West.

To ensure that its programs have the greatest impact on the West, the department will continue to focus on a pan-western approach in strategic areas—business productivity and growth, trade and investment, technology commercialization, and advancing the interests of Western Canada.

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INTRODUCTION

Western Economic Diversification Canada (WD) is committed to both the spirit and the intent of the *Access to Information Act* (hereinafter referred to as the "Act"), to ensure transparency and accountability within the department.

The Act extends the present laws of Canada to provide all Canadian citizens, permanent residents and corporations present in Canada with a right of access to any record under the control of a government institution that is not of a personal nature. In accordance with the principles that government information should be available to the public, this access to information is balanced against the legitimate need to protect sensitive information and permit effective functioning of government. Necessary exceptions should be limited and specific.

Further, the Act complements, but does not replace, other procedures for obtaining government information, and is not intended to limit access to government information normally available to the public upon request.

This report describes how Western Economic Diversification Canada administered the *Access to Information Act* during fiscal year 2012-2013, and fulfills the requirements under Section 72 that every government institution must prepare an annual report on the administration of this Act each fiscal year and ensure it is tabled in Parliament.

WD will publish its Annual Report to Parliament on its public Web site (www.wd-deo.gc.ca) once it has been tabled in the House of Commons and Senate.

ADMINISTRATION OF THE ACT

Access to Information and Privacy Unit

Western Economic Diversification Canada's (WD) Access to Information and Privacy (ATIP) Unit is located in Edmonton, Alberta. The unit oversees the administration of the Act, and is part of the Finance and Corporate Management Directorate. The ATIP Coordinator (Executive Director, Finance and Corporate Management) is supported by the Deputy Access to Information and Privacy Coordinator (Manager, Corporate Administration), and one full-time ATIP Officer.

These individuals are accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures to ensure the Minister's responsibilities under the Act are met, and to enable the timely processing and proper disclosure of information to our clients.

The following list outlines the primary responsibilities of WD's ATIP Unit:

- processing access requests in accordance with the Act;
- assist requestors in formulating their requests when required;
- responding to consultations from other federal institutions on WD records or information being considered for release;
- applying all discretionary and mandatory exemptions in accordance with the provisions of the Act;
- developing and maintaining policies, procedures and guidelines to ensure the Act is respected by staff;
- promoting awareness of the Act within the department to ensure staff is aware of the obligations imposed by the legislation;
- preparing annual reports to Parliament and other statutory requirements, such as annual statistical reports and the department's Info Source chapter, as well as any material that may be required by central agencies;
- representing WD in dealings with Treasury Board Secretariat, the Office of the Information Commissioner of Canada and other federal organizations regarding the application of the Act as it relates to WD;
- monitoring departmental compliance with the Act, its regulations, and relevant policies and procedures; and
- providing ongoing advice and guidance to senior management and staff on information management and access to information legislation.

Regional ATIP Liaison Officers (RALOs) are located in each of WD's regional offices and corporate business units. These seven individuals are the first point of contact and identify the appropriate subject experts, coordinate retrieval of records responding to access requests, and liaise between the ATIP Unit and regional staff concerning enquiries. Three of these individuals were new to this role in 2012-2013.

The ATIP Unit utilizes an ATIP database management system for all administrative actions; however, it processes all records in paper format, except where lists are compiled into Excel format and provided to the applicant electronically. WD does not utilize an electronic redaction system for processing its records.

Delegation of Authority

In accordance with section 73 of the *Access to Information Act*, the Honourable Rona Ambrose, Minister of the Public Works and Government Services, Minister for Status of Women and Minister responsible for Western Economic Diversification delegated her full powers, authorities and responsibilities to the Executive Director, Finance and Corporate Management (ATIP Coordinator) and Manager, Corporate Administration (Deputy ATIP Coordinator). The delegation also extends limited authority to the ATIP Officer to acknowledge access requests, undertake consultations, and manage related extensions. The delegation order issued on August 26, 2011, is attached in Annex A.

Departmental Policies and Procedures

There were no changes made to WD's Access to Information policy suite, including the Access to Information Procedures Manual, during the 2012-2013 fiscal year as a result of changes in TBS policies or directives, or changes as result of issues raised by the Office of the Information Commissioner or other agents of Parliament.

The department has posted summaries of its closed access to information requests since September 2011. This requirement became mandatory in the revised TBS *Directive on the Administration of the Access to Information Act* (January 16, 2012). WD's postings are also hyperlinked to the "Open Government" Web site.

Education, Training and Awareness

Staff training and awareness activities include:

- The ATIP Officer provides ongoing advice on access to information issues to Regional ATIP Liaison Officers and staff to increase awareness of the Act. They also provide guidance on how the department processes access requests, and the rationale required to apply the exemptions and exclusions, where appropriate.
- Due to fiscal restraint and travel required to provide in-person training in five regional offices, the primary training vehicle used was pre-processing meetings when a new access request is received. Lead by the ATIP Officer, these teleconference meetings bring together the Regional ATIP Liaison Officers and the subject experts to discuss the specifics and scope of the request, volume of records or issues concerning the search for relevant records, any sensitivities surrounding the subject matter of the request, and provide general advice and guidance on recommendations that are required by the ATIP Unit to properly process the request, as well as answer any questions pertaining to processing of the records.

  In 2012-2013, the ATIP Unit conducted eight pre-processing meetings, which were attended by officials from all five regional offices. These meetings are usually ½ hour in length, depending on the complexities of the request. In total, 31 individuals participated in these meetings as follows (this does not include additional advice or guidance provided to regional staff after these meetings were held):

Request #	# of Participants	Offices Represented	Classification Level of the Participants
A-2012-00002	4	Corporate Finance (Edmonton) and Policy and Strategic Direction (Ottawa)	AS-04, CS-02, and FI-03 (x2)
A-2012-00003	3	British Columbia	CO-03, IS-02, and IS-04
A-2012-00004	2	British Columbia	CO-03 and EC-06
A-2012-00007	2	British Columbia	EC-06 and FI-03
A-2012-00010	5	Manitoba	EX-02, FI-02, FI-04, IS-04, and IS-05
A-2012-00012	3	Saskatchewan	AS-03, CO-02 and CO-03,
A-2012-00013	8	British Columbia, Alberta, Manitoba	CO-02 (x2), CO-03 (x2), EC-06, FI-02, FI-04, and PM-06
A-2012-00014	4	Corporate Finance (Edmonton) and Policy and Strategic Direction (Ottawa)	AS-04, EX-02, FI-02 and FI-04

The other six new requests did not require pre-processing meeting due to the nature of the request.

- "The ATIP Eye" tips are sent to WD staff via e-mail and posted on the department's intranet site. The tips provide advice on frequently asked questions, specific exemptions or areas where the department might improve on its obligations under the Act. In 2012–2013, tips provided information on:
    - 2011-2012 ATIP Annual Reports to Parliament Now Available On-Line; and
    - The ATIP Holiday Wish – An Extension!
- WD promoted Right to Know Week (September 24-28, 2012) via e-mail to all staff as a news bulletin on the department's intranet site.
- The department maintains an Access to Information and Privacy presence on its intranet site that includes policies, procedures, contact information, past training and awareness presentations, relevant links to useful sites related to access and privacy, as well as "The ATIP Eye" tips.

The Deputy ATIP Coordinator and ATIP Officer attended workshops at the Access and Privacy Conference held in Edmonton in June 2012. The Deputy Coordinator received one-on-one ATIP training in February 2013, and the ATIP Officer also attended the TBS ATIP Coordinators and Practitioners Meeting in February 2013.

Three Regional ATIP Liaison Officers were identified in British Columbia, Saskatchewan and Manitoba regional offices since September 2012. Limited training has been provided for two of these regions which made changes in the last quarter of 2013. A video conference training session is being planned for fiscal year 2013-2014 for these individuals.

TRENDS AND STATISTICAL OVERVIEW

Highlights, Challenges and Trends

- WD has identified no significant multi-year trends pertaining to the types of request or the processing of requests received under the *Access to Information Act*.
- WD identified only one challenge pertaining to administering its obligations under the *Access to Information Act* in 2012-2013. Specifically, attending quarterly Treasury Board Secretariat ATIP Coordinators and Practitioners meetings/workshops due to the significant cost of travelling to attend such meetings. The vast majority of the Government of Canada's ATIP community is located in the National Capital Region (NCR). Most regional development agency's ATIP offices, however, are located outside the NCR and travel costs associated to participate in these meeting are significantly higher. Currently, teleconference or video conferencing options are not available for the Practitioners' meetings, which provide valuable information for this legislative requirement.
- The ATIP Unit reviewed and provided advice on three evaluation related documents prior to information being posted to WD's public Web site, as well has provided advice and guidance concerning the department's social media initiatives. This is down from 24 audit and evaluation reviews conducted in 2011-2012.
- WD continues to share it policy, procedures, best practices and staff awareness materials with other regional development agencies, the Small Agency Administrator's Network, and various other departments, including Veterans Affairs Canada and the Canadian Human Rights Commission in 2011-2012.
- WD recognized Right to Know Week (September 24-28, 2012) via e-mail to all staff as a news bulletin on the department's intranet site.

Statistical Overview

The following information provides additional context where appropriate to the statistical details found in Annex B – "Statistical Report on the *Access to Information Act*".

A. Request Related Information

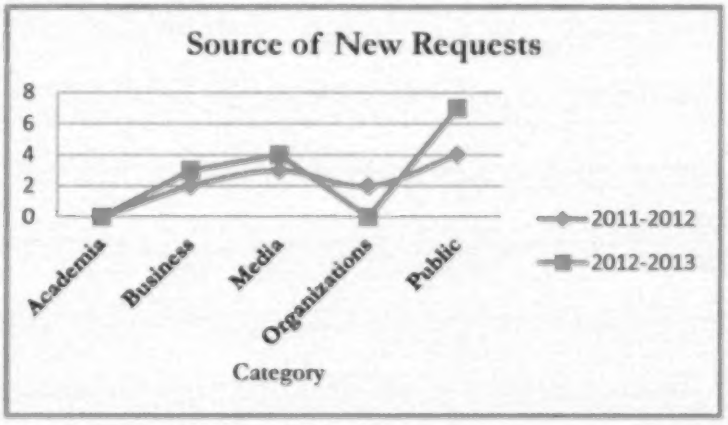
In 2012-2013, WD received 14 formal requests for information under to the *Access to Information Act*. This is a 27 percent increase from the previous fiscal year. The department also carried forward four requests from the 2011-2012 fiscal year, for a total of 18 requests.

The breakdown of the sources of new requests received in 2012-2013 is as follows:

- 7 or 50% from the general public;
- 4 or 29% from the media; and
- 3 or 21% from business.

The accompanying chart compares the source of new requests between 2012-2013 and 2011-2012.

In addition, WD also received one request as a result of the posting of summaries of closed access requests.



B. Extensions of Time Limits and Consultations

Section 9 of the Act provides for the extension of the statutory time limits if the request is for a large volume of records or necessitates a search through a large volume of records and meeting the original time limit would unreasonably interfere with the operations of the department; also, if consultations are necessary.

In 2012-2013, WD required one extension due to interference with departmental operations, as well as five requests required extensions to complete necessary consultations. Consultations were required on one additional request; however, the consultations were completed quickly and WD was able to respond within the original 30 days without taking an extension.

The accompanying table breaks down the six requests noted above, including the number of the days each request was extended by reason for extension, the total days allowed to respond with the extension, and the actual response time.

	Reason for the Extension and Number of Days Taken			Actual Response Time (Days)	
	Search	**3rd Party**	**Consultation**	**Allowed**	**Taken**
1	0	0	75	105	398
2	0	60	75	105	105
3	0	60	30	90	65
4	30	0	0	60	57
5	0	45	0	75	42
6	0	45	0	75	36

C. Disposition, Completion Times and Method of Access

WD completed 75% of its requests within 30 days. The accompanying table analyzes the disposition and completion times for the 18 requested completed within this reporting period.

Disposition of Requests	Completion Times				
	1-15 Days	16-30-Days	31-60 Days	61-120 Days	365+ Days
All disclosed		4			
Disclosed in part		4	3	2	1
All exempted		1			
No records exist	1				
Request abandoned	2				

Of the requests completed during the reporting period, four requests totalling 1,135 pages were disclosed in their entirety. Of the 10 requests disclosed in part, 1,889 pages were processed and 1,814 pages disclosed.

WD provided records responding to four requests electronically and 10 in paper format.

D. Exemptions and Exclusions Invoked

Of the 18 requests closed in 2012–2013, exemptions were applied pursuant to the Act on 11 requests. If three different exemptions were applied to a request, one exemption under each relevant section would be reported for a total of three; however, the same exemption claimed several times in the same request is captured only once in the statistics.

The accompanying table compares the number of exemptions applied during 2012-2103 and 2011-2012 fiscal years.

Exemption Invoked	Subsection	2012-2013	2011-2012
13(1)	(c)	1	0
14	(a)	1	0
	(b)	1	
16(2)		0	0
16.1(1)	(a)	1	0
18.		0	0
19(1)		6	1
20(1)	(b)	9	2
	(c)	4	1
	(d)	4	0
21(1)	(a)	7	2
	(b)	4	1
	(c)	4	1
	(d)	3	0
23		3	1
26		1	1

Sections 20(1) and 21(1) of the Act were the most utilized exemption during the reporting period. Section 20(1) was applied to nine requests, and Section 21(1) was applied to eight requested.

The Act does not apply to certain materials such as published material pursuant to Section 68 or confidences of the Queen's Privy Council pursuant to Section 69. WD did not invoke Section 68, but did invoke Section 69(1) on one request during the 2012-2013 reporting period.

E. Other Government Department Consultations

WD was consulted by other federal departments on 24 occasions and twice by provincial government departments in 2012-2013, for a total of 26 consultations. This was a 53 percent increase from 2011-2012.

- Of these consultations from other federal departments, three were courtesy notices; however, WD reviews this information carefully to ensure the information being disclosed about the department is accurate.
- WD recommended full disclosure of information pertaining to our department on 18 consultation requests.
- WD recommended partial disclosure of information pertaining to our department on four consultation requests.

- WD also recommended consultations with other government organizations or third parties on two consultation requests.
- WD reviewed 583 pages in total.
- WD responded to all 26 consultations within 15 days.

F. Complaints and Investigations

WD received no complaints pursuant to the *Access to Information Act* in 2012–2013, and there were no appeals or applications submitted to the Federal Court.

G. Fees and Operational Costs Associated with Administering the Act

Access to Information fees collected during the reporting period totalled $103.80. These fees include application fees for 14 requests and $33.80 for reproduction costs. During the same period, WD waived reproduction fees totalling $496.40. (Note: The reproduction fees, both fees collected and waived, reported here are the actual fees; fees reported in the Statistical Report are rounded up due to reporting limitations of the report.)

WD's cost for administrating the *Access to Information Act* is estimated as follows:

- the ATIP Unit salary costs, including a portion of the ATIP Coordinator's and Deputy ATIP Coordinator's salaries, and 60 percent of the ATIP Officer's salary (a total of .79 FTE/year);
- goods and services, including professional services contracts and ATIP unit travel and training costs;
- administrative operation and maintenance costs, which includes non-salary expenses associated with the processing of access requests, and ATIP case management system licensing and upgrades; and
- additional salary-related costs, which incorporate estimated costs for other departmental officials to retrieve, review and make recommendations concerning records responding to access requests and translation of staff awareness materials and privacy-related documents.

ATIP Unit Salaries	$61,600
Goods and Services	$13,681
Total ATIP Unit Costs	$74,681
Additional salary-related costs	$13,152
TOTAL DEPARTMENTAL COSTS	$87,896

The additional costs included above, which are not all captured in the Statistical Report, provide a more complete picture of the overall cost to the department to administer all aspects of its activities related to the *Access to Information Act*.

ANNEX A

Access to Information Act and *Privacy Act* Delegation Order

Western Economic Diversification Canada /
Diversification de l'économie de l'Ouest Canada

DELEGATION OF POWERS, DUTIES OR FUNCTIONS UNDER THE *ACCESS TO INFORMATION ACT* AND *PRIVACY ACT*

I, the undersigned, Rona Ambrose, Minister of Public Works and Government Services and Minister for Status of Women, and senior minister responsible for Western Economic Diversification, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designate the persons holding the positions set out in the Delegation of Authority Schedule attached hereto, to exercise the powers and perform the duties and functions of the Minister as the head of a government institution, under the sections of the Act set out in the schedule opposite each position.

This Delegation Order supersedes all previous Delegation Orders.

DÉLÉGATION DE POUVOIRS, D'ATTRIBUTIONS OU DE FONCTIONS EN VERTU DE LA *LOI SUR L'ACCÈS À L'INFORMATION* ET DE LA *LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS*

Par le présent arrêté, pris en vertu des articles 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, je, soussignée, Rona Ambrose, ministre des Travaux publics et des Services gouvernementaux, ministre de la Condition féminine et principale ministre responsable de la Diversification de l'économie de l'Ouest canadien, délègue aux titulaires des postes mentionnés à l'annexe ci-après, les pouvoirs, les attributions et les fonctions dont je suis investie en ma qualité de ministre responsable de l'institution fédérale, selon les dispositions des *Lois* mentionnées dans la liste en regard de chaque poste.

Le présent arrêté remplace et annule tout arrêté antérieur.

Dated, at the City of Ottawa this 26th day of August, 2011

Signé à Ottawa, le 26e jour de août 2011

Rona Ambrose

THE HONOURABLE RONA AMBROSE /
L'HONORABLE RONA AMBROSE

MINISTER OF PUBLIC WORKS AND GOVERNMENT SERVICES
AND MINISTER FOR STATUS OF WOMEN /
MINISTRE DES TRAVAUX PUBLICS ET DES SERVICES GOUVERNEMENTAUX ET
MINISTRE DE LA CONDITION FÉMININE

Western Economic Diversification Canada / Diversification de l'économie de l'Ouest Canada

Access to Information Act / Loi sur l'Accès à l'information
Delegation of Authority Schedule / Annexe de l'Arrêté sur la délégation

Sections of the Act / Articles de la Loi	Powers and Duties / Functions et attributions	Position / Titre
7(a)	Notice where access requested Réponse à une demande de communication	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
8(1)	Transfer to – transfer from institution Transmission de la demande	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
9	Extension of time limits Prorogation du délai	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
11(2), (3), (4), (5), (6)	Additional fees Frais additionnels de traitement	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
12(2)	Language of access Langue de la communication	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
12(3)	Access in an alternative format Communication sur un support de substitution	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
13	Information obtained in confidence Renseignements obtenus à titre confidentiel	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
14	Federal-provincial affairs Affaires fédéro-provinciales	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
15	International affairs and defence Affaires internationales et défense	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

16	Law enforcement and investigations Enquêtes et respect de la loi	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
17	Safety of individuals Sécurité des individus	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
18	Economic interests of Canada Intérêts économiques du Canada	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
19	Personal information Renseignements personnels	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
20	Third party information Renseignements de tiers	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
21	Advice, etc. Avis, etc.	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
22	Testing procedures, tests and audits Examen et vérifications	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
23	Solicitor-client privilege Secret professionnel des avocats	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
24	Statutory prohibitions Interdictions fondées sur d'autres lois	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
25	Severance Prélèvement	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
26	Refusal of access where information to be published Refus de communication en cas de publication	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

27(1), (4)	Third party notification Observations des tiers et décision	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
28(1), (2), (4)	Third party notification Observations des tiers et décision	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
29(1)	Disclosure on recommendation of Information Commissioner Communication suite à une recommandation du Commissaire à l'information	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
33	Advise Information Commissioner of third party involvement Avis au Commissaire à l'information de la participation d'un tiers	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
35(2)	Right to make representations Droit de présenter des observations	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
37(4)	Access to be given complainant Communication accordée au plaignant	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
43(1)	Notice of third party (application to Federal Court for review) Avis au tiers (révision par la cour fédérale)	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
44(2)	Notice to applicant (application to Federal Court by third party) Avis à la personne qui a fait la demande (demande de révision par la Cour fédérale faite par un tiers)	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
52(2), (3)	Special rules of hearings Règles spéciales pour l'audition des causes	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
69	Excluded information Documents exclus	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

71(2)	Exempt information severed from manuals Prélèvement des renseignements visés par une exception des manuels	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
77	Responsibilities conferred on the head of the institution by the regulations made under section 77 which are not included above Les responsabilités attribuées au responsable de l'institution par règlement fait en vertu de l'article 77 qui ne sont pas incluses ci-dessus	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

ANNEX B

Government of Canada / Gouvernement du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Western Economic Diversification Canada

Reporting period: 4/1/2012 to 3/31/2013

PART 1 – Requests under the *Access to Information Act*

1.1 Number of Requests

	Number of Requests
Received during reporting period	14
Outstanding from previous reporting period	4
Total	18
Closed during reporting period	18
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	4
Academia	0
Business (Private Sector)	3
Organization	0
Public	7
Total	14

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
All disclosed	0	4	0	0	0	0	0	4
Disclosed in part	0	4	3	2	0	0	1	10
All exempted	0	1	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	2	0	0	0	0	0	0	2
Treated informally	0	0	0	0	0	0	0	0
Total	3	9	3	2	0	0	1	18

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2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	0	20.2	0
13(1)(c)	1	16(2)(c)	0	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	7
13(1)(e)	0	16.1(1)(a)	1	18.1(1)(a)	0	21(1)(b)	4
14(a)	1	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	4
14(b)	1	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	3
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	6	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	3
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	9	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	1
16(1)(a)(iii)	0	16.5	0	20(1)(c)	4		
16(1)(b)	0	17	0	20(1)(d)	4		
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	0	69(1)(a)	0	69(1)(g) re (a)	1
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	1
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	1
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	3	1	0
Disclosed in part	7	3	0
Total	10	4	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	1135	1135	4
Disclosed in part	1889	1814	10
All exempted	6	0	1
All excluded	0	0	0
Request abandoned	0	0	2

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	3	97	0	0	0	0	1	1038	0	0
Disclosed in part	5	271	4	722	1	821	0	0	0	0
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	2	0	0	0	0	0	0	0	0	0
Total	11	368	4	722	1	821	1	1038	0	0

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	2	0	0	0	2
Disclosed in part	5	1	0	0	6
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	7	1	0	0	8

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
1	0	1	0	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	1	1
More than 365 days	0	0	0
Total	0	1	1

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	1	2	1	4
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	1	2	1	4

3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	1	0	0	0
31 to 60 days	0	1	0	4
61 to 120 days	0	1	1	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	1	2	1	4

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	14	$70	0	$0
Search	0	$0	0	$0
Production	0	$0	0	$0
Programming	0	$0	0	$0
Preparation	0	$0	0	$0
Alternative format	0	$0	0	$0
Reproduction	1	$34	11	$496
Total	15	$104	11	$496

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	24	464	1	21
Outstanding from the previous reporting period	0	0	1	98
Total	24	464	2	119
Closed during the reporting period	24	464	2	119
Pending at the end of the reporting period	0	0	0	0

5.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	18	0	0	0	0	0	0	18
Disclose in part	4	0	0	0	0	0	0	4
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	2	0	0	0	0	0	0	2
Other	0	0	0	0	0	0	0	0
Total	24	0	0	0	0	0	0	24

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	1	0	0	0	0	0	0	1
Disclose in part	1	0	0	0	0	0		1
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	2	0	0	0	0	0	0	2

PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	1	1
More than 365	0	0
Total	1	1

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		$61,160
Overtime		$0
Goods and Services		$13,681
• Professional services contracts	$6,937	
• Other	$6,744	
Total		**$74,841**

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0.79	0.00	0.79
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	0.79	0.00	0.79

Appendix A

Previously released ATI package released informally

Institution	Number of informal releases of previously released ATI packages
Western Economic Diversification Canada	1